



DEPARTMENT OF THE ARMY
U.S. ARMY CORPS OF ENGINEERS
WASHINGTON, D.C. 20314-1000

REPLY TO
ATTENTION OF:

CECW-ON

S: 18 Oct 2002
SEP 24 2002


MEMORANDUM FOR COMMANDERS, MAJOR SUBORDINATE COMMANDS
ATTN: CHIEFS, OPERATIONS DIVISION

SUBJECT: Corps of Engineers Environmental and Natural Resources Conference,
29 April-1 May 2003.

1. Reference memorandum, CECW-ET, CECW-O, CEMP-R, 5 Sep 2002, SAB.
2. The 2003 U. S. Army Corps of Engineers National Environmental and Natural Resources Conference will be hosted by Southwestern Division and will be held from 29 April to 1 May 2003, in Fort Worth, Texas. Plenary sessions of the conference will be held, as well as breakout sessions for each functional area. In the case of Natural Resources, these include the recreation, natural resources and environmental compliance business functions.
3. I am forming a task force to be chaired by CESWD-CMO-R to assist in the planning and organizing of the conference. Please canvas your subordinate commands and nominate one individual per MSC who is willing to participate as a member of the task force. Employees from the recreation, natural resources and environmental compliance business functions should be considered. Task force members will assist in agenda development, speaker recommendation and selection, vendor solicitation and logistics. I have included a copy of the PMP for the effort that provides further information in this regard. I anticipate at least two on-site meetings of the task force will be held, with much of the work to be conducted by teleconference and email. Travel and per diem for the taskforce meetings will be provided by SWD (using funding from HQUSACE).
4. Please provide the name, office symbol and telephone phone number of your task force nominee to Larry Bogue (214-767-2432), CESWD-CMO-R by 18 October 2002. The CECW-ON point of contact is Mr. George Tabb (202-761-4827).

FOR THE COMMANDER:

Encl


Michael G. Enschede
Acting Chief, Operations Division
Directorate of Civil Works

CECW-ON

SUBJECT: Corps of Engineers Environmental and Natural Resources Conference,
29 April-1 May 2003

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COMMANDER, ENGINEER RESEARCH AND DEV. CENTER, ATTN: CEWR-EE-R

2003 Environmental and Natural Resources Conference

Project Management Plan

Project Background: SWD was asked by Fred Eubank, CEMP-RA to host the biennial environmental and natural resources combined conference. The name of this conference is 2003 Environmental and Natural Resources Conference and it is scheduled for Spring 2003. The last conference was held in Portland, Oregon, April 2001 and hosted by the Portland District. SWD will take the lead effort incorporating the assistance of the SWD Districts in a regional effort and exemplifying the Corps Business Process which is the Project Management Business Process (PMBP).

Mission Statement -

Project Delivery Team - The project delivery team (PDT) will consist of Division, District, and HQUSACE personnel, other federal partners, and outside entities.

HQUSACE Liaisons/Oversight – George Tabb (202) 761-4827
Fred Eubank (202) 761-1128
Dale Otterness (202) 761-7697

Executive Sponsor – Mr. C. E. Shuford, P.E. – (214) 767-2350

Executive Oversight Committee – Darrell Alverson, P.E. (214) 767-2376
Jerry Penland, P.E. – (214) 767-2400
Larry Donovan, P.E. – (214) 767-2314
Gary Loew – (214) 767-3477
Elisa Pellicciotto – (214) 767-2435

Project Manager – B. Scott Weber, P.E. – (214) 767-2406

Steering Committee:

1. B. Scott Weber, P.E. – Chair
2. Larry Bogue (214) 767-2432
3. Patricia A. Taylor, P.E. (214) 767-2363
4. Dana Spriggs (214) 767-2463
5. Bill McCauley (alternate for Larry) (214) 767-2434

Various PDT committees as listed below will be chaired and have members that consist of Division staff in team leader roles, SWD District, other Corps' District personnel, other federal agencies and partners, and outside entities. Volunteers will be sought for the committees and this plan will be updated naming the committee members when identified.

Initial PDT Committees include:

1. Logistics – hotel arrangements, onsite registration/staffing/support, on-site administration, messaging etc.

2. Environmental Tract – speakers/topics relating to environmental topics, Continuing Education Units (CEU) coordination
3. Natural Resources Tract - speakers/topics related to natural resources, CEU coordination
4. Commercial vendors – coordinate commercial vendors providing exhibits, coordinate requirements with hotel, Contracting and Logistics Committees
5. Poster Exhibits – coordinate poster exhibits
6. Social Committee – field trips, social outings, luncheons, dinners, companion programs
7. Information Management – web page, web registration, electronic documents
8. Contracting – one POC with staffing assistance
9. Resource Management – funding issues, acceptance of private funds and disbursement plans, CEFMS actions
10. Legal – legal expertise to PM and all committees, review contractual documents as required/requested
11. Audio Visual – onsite technical support/setup, including speakers, microphones, computers/laptops, display screens
12. Amenities – tote bags, freebies, door prizes, give-a-ways
13. Outreach/Affiliates – coordination with EPA, SAME, Federal Executive Board
14. Communications – publicize event, including coordination with HQUSACE PA and writing articles/advertisements for Corps' publications. Assist PM and Steering Committee in working with local Chamber of Commerce and press.
15. Documentation – after action report, lessons learned, input to Information Management Committee for web page
16. Protocol – coordinate arrangements for military and other dignitaries, obtaining biographies etc.

Additional committees may be added and/or deleted as needed. All committees will meet as needed to conduct business and will provide status reports on a monthly basis (as a minimum) to the PM. Meetings will be conducted via teleconferencing and face-to-face as needed.

Responsibilities:

HQUSACE Liaison/Oversight – Assist SWD as needed coordinating actions within HQUSACE and with other Divisions/Districts/Centers. Provide funding in support of conference actions.

Executive Sponsor – Provide oversight and support to Executive Oversight Committee, PM, Steering Committee and Committee chairs as needed and facilitate actions.

Executive Oversight Committee – Provide oversight and support to PM, Steering Committee, and Committee Chairs as needed and facilitate actions.

Project Manager - The PM will ensure all PDT meetings are documented and lessons learned information is provided to Documentation Committee. The PM may delegate the documentation requirement as needed. The PM with the assistance of the Steering Committee will brief the Executive Oversight members as needed and serve as the primary SWD Point of Contact (POC) for the conference to HQUSACE, and others. The PM will also maintain focus on budget, schedule, and scope of overall project.

Steering Committee – Assist the PM, Committee Chairs, and other members of the PDT as needed. Act as alternate POCs in support of the PM as needed and as designated by the PM.

Committee Chairs - Committee chairs are responsible for keeping the PM and the Steering Committee informed. Maintain complete list of action items and schedules for completion. Work with committee members accomplishing tasks. Brief PM as required.

Committee Members – Accomplish tasks.

Budget/Schedule

Limited funds are anticipated from HQUSACE. Information from the Portland conference stated over \$110,000 was spent with \$65,000 provided by HQUSACE. The PM with assistance from the Steering Committee, Executive Sponsor, Executive Oversight will develop a budget as soon as possible and request funding from HQUSACE. Conference registration fees and vendor exhibit fees are expected to provide supplemental sources of funding. A schedule will be developed in the very near future and incorporated into this plan, and updated on a regular basis.

Conference Attendees

The target audience for this conference is Corps' personnel associated with environmental programs and natural resources. This includes Planning, Engineering and Construction, Operations, and others. According to the 2001 conference after action report, weak registration numbers caused some anxious moments because of a contractual commitment with the hotel for 620 attendees. In order to increase the registration, late encouragement to attend was made to the field, and an invitation was extended to Real Estate personnel. A total of 543 individuals eventually registered to attend the 2001 Conference. With this in mind, 500 appears to be an optimum targeted number of attendees for the 2003 conference, as totals above this level further limit the number of hotel availability options.

Accommodations

The Logistics Committee will be responsible for arranging hotel accommodations and onsite registration of attendees. The PM in concert with the Steering Committee will review and assist as needed. Plans are to obtain one large hotel to service the conference needs with a minimum number of guest rooms (500 rooms) plus sufficient meeting rooms and exhibit space. Preliminary research indicates at least three hotels within the Dallas area have sufficient capacity to accommodate this conference.

Public Affairs committee is responsible for publicizing the conference. Corps newspapers, e-mails, and web announcements will be used. Public Affairs committee will coordinate with HQUSACE, other Corps entities, and the local press to publicize the event. A website will be developed and activated. Information Management Committee will be responsible for developing the website, ensuring activation, and maintaining the site.

Conference registration will be conducted via the Internet as well as fax.

Program/Agenda

The conference is planned for four days. Two technical tracts will be provided, environmental and natural resources. Speakers are expected from within the Corps as well as external. A keynote address will be scheduled on the first day in front of the entire conference. The focus of the keynote address will be environmental in nature. A draft agenda is attached. CEUs will be coordinated and documentation provided.

Private industry and AE consultants with environmental and/or natural resources relations are expected to attend the conference and possibly exhibit their capabilities and/or products and services. In addition to the formal education tracts and presentations, the spirit of the conference will exemplify a sustainable environment by utilizing recycled materials as much as possible, minimizing the generation of solid waste, reusing materials, collecting recyclables (newspapers, #1/#2 plastics, glass bottles, aluminum cans, and office paper), and minimizing handouts.

After-Hours Activities

The conference will kick off with an Icebreaker the evening before. Additional social events are expected such as outings to sporting events (Texas Rangers Baseball games, Dallas Mavericks Basketball, Dallas Stars Hockey, and Mesquite Rodeo) and cultural/historical locations/local interest such as the Sixth Floor Museum, Dallas Museum of Art, Meadows Museum at Southern Methodist University, Southfork Ranch in Plano, Billy Bob's in Fort Worth, and the Dinosaur Valley State Park in Glenrose. Educational field trips will also be offered to local reservoirs and other relevant locations. Details will be finalized after a conference location is confirmed.

This plan will be updated and modified as needed throughout the project and available to all PDT members.

**USACE 2003 Environmental and Natural Resources Conference
28 April to 1 May 2003**

Monday, 28 April 2003 - (400 hotel rooms)

Registration	1600 to 1800
Reception	1800 to 1900
(200 attendees – light hors d' oeuvres)	

Tuesday, 29 April 2003 - (400 hotel rooms)

Registration continues	0700 to 0800
Plenary Session begins (seating for 600)	0800 to 1200
Lunch (on your own)	1200 to 1330
ER and NR Breakout sessions (15 rooms – 50 seats each; or 2 rooms seating 350)	1330 to 1700

Wednesday, 30 April 2003 - (400 hotel rooms)

Breakout sessions (15 rooms – 50 seats each)	0800 to 1200
Environmental Restoration luncheon (300 attendees)	1200 to 1330
Breakout sessions (15 rooms – 50 seats each)	1330 to 1700

Thursday, 01 May 2003

Breakout sessions (15 rooms – 50 seats each)	0800 to 1200
Natural Resources luncheon (300 attendees)	1200 to 1330
Conference concludes	1400

Concurrences:

/S/

George Tabb, CECW-ON

Date: 18 Sep 02

/S/

Fred Eubank, CEMP-RA

Date: 18 Sep 02

/S/

Dale Otterness, CECW-ET

Date: 18 Sep 02

Mr. C. E. Shuford, P.E., CESWD-MT

Date: _____

Darrell Alverson, P.E., CESWD-MTE

Date: _____

Jerry Penland, P.E., CESWD-MTM

Date: _____

Larry Donovan, P.E., CESWD-CMP

Date: _____

Gary Loew, CESWD-CMC

Date: _____

Elisa Pellicciotto, CESWD-CMO

Date: _____

B Scott Weber, P.E., CESWD-MTM

Date: _____